

**Implement Electronic Document Recording****FY2009 Request: \$120,000****Reference No: 45283****AP/AL:** Appropriation**Project Type:** Information Systems**Category:** Natural Resources**Location:** Statewide**Contact:** Leta Simons**House District:** Statewide (HD 1-40)**Contact Phone:** (907)465-2400**Estimated Project Dates:** 07/01/2008 - 06/30/2010**Brief Summary and Statement of Need:**

Project will enable a variety of users within the state to electronically submit and record documents effecting real property. The ability to submit documents electronically will expedite real estate transactions. Unplanned single staff office closures will cease to have the negative impact on customers who need immediate recording services; and consolidation of smaller offices may be implemented. Electronic recording is supported by the title industry, lending institutions, attorneys, state agencies and other professionals within the state of Alaska. This project addresses the use of more efficient technology and will facilitate and expedite recording services across the state.

<b>Funding:</b>	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Rcpt Svcs	\$120,000						\$120,000
<b>Total:</b>	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000

<input type="checkbox"/> State Match Required	<input checked="" type="checkbox"/> One-Time Project	<input type="checkbox"/> Phased - new	<input type="checkbox"/> Phased - underway	<input type="checkbox"/> On-Going
0% = Minimum State Match % Required		<input type="checkbox"/> Amendment	<input type="checkbox"/> Mental Health Bill	

**Operating & Maintenance Costs:**

	<u>Amount</u>	<u>Staff</u>
Project Development:	0	0
Ongoing Operating:	0	0
One-Time Startup:	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>

**Additional Information / Prior Funding History:**

New Project - No Prior Funding History

**Project Description/Justification:**

The Recorders/UCC component has the statutory responsibility to record and index documents and to provide public access to recorded documents, indices, and facilities. The mission of the component is to provide a secure, accessible and impartial place to record and preserve the permanent public record of Alaska. This project addresses the use of more efficient technology to make recording services more accessible to various users across the state. The project will expand the ability for the public to obtain timely recording services by utilizing an electronic means of recording. Users (primarily title companies, attorneys, lenders, state agencies, boroughs, etc.) will be required to sign a cooperative agreement with the State Recorder's Office in order to participate in electronic recording functions and to ensure the integrity of the electronic records being submitted.

The proposed project will enable the development of software as well as identify and purchase necessary hardware to facilitate receiving and processing documents electronically. Recording information including date, time and serial number will be affixed electronically. The digital image will be captured and an electronic image with the recording information will be sent immediately back to the submitter.

Implementing electronic recording will provide more efficient coverage for emergency closures at single staff recording offices, and will lay the ground work for potentially consolidating recording services into fewer locations. Currently, when a single staff recording office must close due to illness or an emergency, no advance notice is provided to the community.

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Often times, customers within the community will have documents they need to record and are negatively impacted by an unscheduled office closure. Their only alternatives are to try and obtain a flight out to the recording office providing coverage for that recording district; or wait until the office reopens.

Electronic recording will also expedite the internal indexing function as submitters must enter specific information pertaining to each document. Submitters will enter grantor and grantee names; type of document; dollar amount if dealing with a mortgage or deed of trust; and the legal description. Recording staff will verify the information as submitted by comparing it to the digital image.

Project costs are estimated based on using internal programmers working with an outside vendor, to develop and implement electronic recording. This will include establishing input screens for submitters; electronically processing the documents including adding bar coding and all recording information; return of the recorded image to the submitter; and final release and archiving of the image in a standard TIF format.

This project would not result in any new operating budget positions.

### Why is this Project Needed Now?:

It is the intention of the Recorder's Office to provide the public with an easy alternative to physically delivering a paper document to remote recording offices while keeping up with current technological trends.

### Specific Spending Detail:

This project will contract professional services to create software that will enable processing and recording of electronically submitted documents.

<u>LINE ITEM</u>	<u>DOLLAR AMOUNT</u>	<u>DESCRIPTION (text)</u>
Services	\$ 100,000	Programming and software development
Commodities	\$ 20,000	Required hardware for electronically affixing recording information

### Project Support:

The Alaska Land Title Association, banking and financial institutions, real estate professionals, government agencies, lawyers and other users of recording services across the state.

### Project Opposition:

The Recorder's Office is not aware of any public opposition to this project.